

MEDIATION REQUEST FORM

Mediation is a problem-solving process, rather than an adversarial process, which requires parties to communicate directly with each other and to work toward a mutually agreeable solution.

- Mediation is available to parents and public education agencies to resolve disputes.
- Mediation will be held only if both parties agree.
- Mediators are assigned on an individual basis.
- The goal is to complete the mediation in one session; the session is structured, but informal.
- Each party comes to the session with the authority to commit the necessary resources for whatever they may agree to as a result of mediation.
- The session is private and participants agree that what transpires at the mediation session is to be kept confidential.
- When successful, the outcome is a written agreement between the parties resolving the issue(s) to the satisfaction of both sides.

Please complete the following (be sure to include school district/parent information) and submit to the address or fax number listed below:

Date of Request: _____

Requestor: ☐ Parent ☐ School/District ☐ Other _____

Parent(s) Name: _____ Address: _____

Student Name: _____

Grade: _____ Phone Number(s): _____

E-mail: _____

School/District: _____ Address: _____

School Representative:

☐ Superintendent/Director _____

☐ SPED Director _____

☐ Other _____

Phone Number: _____

Fax Number: _____

E-mail: _____

Please list issues: _____

Questions concerning this form or the mediation process may be addressed by contacting:

Arizona Department of Education, Exceptional Student Services
Attn: Dispute Resolution - Mediation

1535 West Jefferson, Bin # 62, Phoenix, Arizona 85007
Telephone: (602) 542 – 3084 FAX: (602) 364 – 0641

Please send the completed form to the above address or fax number